



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

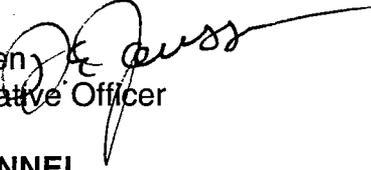
ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

October 20, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen 
Chief Administrative Officer

UPDATE ON COUNTY CHANNEL

On July 15, 2003, your Board approved a motion asking the Chief Administrative Office and the Department of Consumer Affairs to work with the 88 cities, interested cable television operators, and other media and communications interests to further the County's aim of developing a cable channel to provide countywide programming of County information. This memorandum is in response to the request for a report in 90 days on the progress of the effort.

Letters have been sent to each of the cities advising them of the County's interest in establishing a County Channel, and asking them to consider dedicating a channel to carry the programming. Follow-up contact has been made with several of the cities, including the City of Los Angeles, which has indicated it will include the County Channel in its upcoming negotiations with cable franchisers.

The first major step in developing a County Channel is linking the cable systems so that the programming could cover the entire County area. We have had three meetings with the cable companies, and they have agreed to have their engineers work with us to design such a system. The engineers met Friday, October 17, to share their ideas. Having the cooperation of the cable companies is critical to our project, and we are encouraged by their willingness to participate in the design work.

cochannel

Each Supervisor
October 20, 2003
Page 2

Once a system is designed to carry the programming, we will report back to your Board with the cost information and to obtain further direction.

The next major steps would be to develop programming, including determining whether we wish to approach other regional governmental entities about their desirability to be a partner in this project, and intensifying our efforts in getting the cities to dedicate a channel to carry our programming.

Attached is a detailed report on our efforts in the past 90 days. It was prepared by consultant Michael Friedman, who was hired to help facilitate this project.

Please contact me if you have any questions about the County Channel or your staff may contact Judy Hammond of my office at 974-1363.

DEJ:GK
JH:mp

Attachment

c: Executive Officer, Board of Supervisors
Consumer Affairs
County Counsel



TELECOMMUNICATIONS MANAGEMENT CORP.

5757 Wilshire Blvd. • Suite 635 • Los Angeles, CA 90036 • (323) 931-2600 • Fax (323) 931-7355

September 26, 2003

Mr. David E. Janssen
Chief Administrative Officer
County of Los Angeles
713 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Mr. Janssen:

Enclosed is a copy of the Telecommunications Management Corp. (TMC) progress report detailing actions taken in response the County of Los Angeles Board of Supervisors motion of July 15, 2003 regarding the "County Channel."

Please feel free to contact me with any questions you may have.

Sincerely,

Michael J. Friedman
Vice President

Enclosures

C: Pastor Herrera, Jr.
Fern Taylor
Lari Sheehan
Judy Hammond
Jaclyn Tilley Hill



PROGRESS REPORT

**COUNTY OF LOS ANGELES
JULY 15, 2003 BOARD OF SUPERVISORS ACTION**

Background

At its meeting on July 15, 2003, the County of Los Angeles Board of Supervisors (the Board) adopted a motion requiring a number of actions to be taken associated with the development of a Los Angeles County Governmental Channel (the County Channel). A copy of the Board action is enclosed.

The Guiding Coalition, as part of the County's Strategic Planning process, had formed a committee tasked with examining various methods to improve communication within the County and between the County and its residents. This committee is called the Communications Support Group (CSG). One of CSG's goals is to examine issues related to the feasibility of a cable television channel that would carry County governmental programming.

As a result of the motion brought by the Board on July 25, 2003, the County has retained the services of Telecommunications Management Corp. (TMC) to assist in the gathering of information that will allow the County to determine the feasibility a County Channel. The following information is provided to address the directives contained in the Board motion.

Directives and Actions Taken

This report details the staff actions taken as a result of the Board motion. As will be noted, all of the Board directives have been satisfied. Additional steps to investigate the development of the County Channel also are being pursued.

The specific actions taken in response to each Board directive are provided below.

The Board took the following actions:

1. Instructed the Executive Officer of the Board to send five-signature letters to the Mayor of the City of Los Angeles, the City Council President, the Chairman of the City Council's Information Technology and General Services Committee, and the President of the Board of Information Technology Commissioners requesting that development of a dedicated channel for County-related programming and public service information be included in its cable television needs assessment survey and its upcoming cable television franchise renewal process; and

Five-signature letters dated July 23, 2003 were sent to:

James K. Hahn, Mayor, City of Los Angeles
Alex Padilla, President, Los Angeles City Council
Bernard Parks, Chair, Los Angeles City Council Committee on
Information Technology and General Services
Henry D. Gradstein, President, Los Angeles City Board of
Information Technology Commissioners.

A copy of each letter is enclosed with this report.

Los Angeles City Information Technology Agency (ITA) has shared a copy of the September 5, 2003 cable television needs assessment report draft. In the "Summary of Public, Educational and Governmental Needs Assessment Finding" is "One (1) full-time Citywide County of Los Angeles channel" (page 107 of the report). Because of the length of the City report, a copy is not enclosed, but will be provided upon request. The report has been provided in draft form and may be modified prior to being finalized.

It is noted that the Board action contemplates the possible designation of a County Channel during the Los Angeles City franchise renewal process currently in the beginning stages. Since this process may not be completed for several years, alternatives are being pursued that may accelerate the availability of a channel for County use that would permit County programming to be distributed to residents in the City of Los Angeles.

The Board also:

2. Instructed the Chief Administrative Officer and the Director of Consumer Affairs to:

a. Request all 88 cities in Los Angeles County to partner with the County in the development of a Los Angeles County governmental channel;

Letters dated September 15, 2003 were sent to the City Managers of the 88 incorporated cities within the County. A sample letter and a copy of the mailing list are enclosed with this report.

b. Work with the cities, beginning with the City of Los Angeles, and with interested cable television operators and other media and communications interests in furtherance of this aim;

In discussions with Los Angeles City ITA staff, the City's desire to work with the County on this project has been expressed. A meeting has been scheduled for October 15, 2003 with ITA representatives, including the Assistant General Manager responsible for cable issues, to discuss a possible partnership.

On July 18, 2003, representatives of the Chief Administrative Office (CAO), Department of Consumer Affairs (DCA) and TMC met with the Cable TV Manager for the City of Santa Monica to discuss a possible partnership between Santa Monica and the County. The Santa Monica representative indicated the possibility of the County utilizing an available City channel on the Adelphia cable system in the City.

On August 15, 2003 the CAO, DCA and TMC met with representatives of all of the major cable service providers within the County. The cable operators in attendance were Adelphia, Altrio, Charter, Comcast, Cox and Time Warner. The purpose of this meeting was to review the July 15th Board motion and discuss opportunities for the County and the cable operators to work together in the development of a County Channel.

A follow-up meeting with technical staff of these providers was held on September 18, 2003. Also in attendance at this meeting were engineers from the City of Los Angeles ITA. The purpose of this meeting was to discuss technical and engineering concerns associated with delivery and distribution any County Channel signal. The County and technical staff are scheduled to reconvene in mid-October.

TMC has received responses to the CAO's September 15th letter from representatives of Bellflower, Cerritos, Glendale and West Hollywood. TMC also has initiated contact with the Cities of Calabasas, Commerce, Culver City, La Puente, Lakewood, Santa Clarita, Santa Monica, Torrance and West Covina with regard to the County Channel. Additionally, TMC has approached the Board of Directors of the States of California and Nevada chapter of the National Association of Telecommunications Officers and Advisors (SCAN NATOA) and requested that the Chapter consider providing assistance with regard to certain aspects of the County Channel. [Disclosure: TMC Vice President, Michael J. Friedman serves as a member of the SCAN NATOA Board.]

c. Report back to the Board within 90 days with progress made.

This report has been prepared to provide the Board, through the CAO, the progress made in response to the Board motion. CSG and TMC are continuing to gather information relating to the County Channel, and will provide regular progress updates to the CAO and the Board.

Enclosures:

July 15, 2003 Board Action

July 23, 2003 Five-Signature Letters (four letters)

September 15, 2003 Letter to 88 Cities and Mailing List

BOARD OF SUPERVISORS ACTION

JULY 15, 2003



MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Violet Varona-Lukens, Executive Officer
Clerk of the Board of Supervisors
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Chief Administrative Officer
Director of Consumer Affairs

At its meeting held July 15, 2003, the Board took the following action:

1

Supervisor Yaroslavsky made the following revised statement:

"During the past 30 years, cable television has become an increasingly significant part of the overall media mix available to consumers. As over-the-air commercial TV channels curtail their own news and public affairs commitment, dedicated cable channels for public access, educational and governmental (PEG) programs have stepped into the breach and are rapidly becoming a vitally important source of information about local government and civic life.

"Through an arrangement with KLCS, a channel licensed to the Los Angeles Unified School District, the County of Los Angeles currently buys time to broadcast the weekly Board of Supervisors meetings. This arrangement is inadequate, however, because we are unable to broadcast the meetings live; meetings of the Board are not televised until 10:00 pm the day after they take place. This time delay is inconvenient for viewers, limits our audience and reduces the public's ability to obtain information and otherwise participate in the County decision making process.

"In addition, there are many County services and programs available to constituents that are worthy of publicizing via cable television, ranging from social service eligibility and tax and permit assistance to recreational opportunities and cultural activities.

(Continued on Page 2)

1 (Continued)

"The County of Los Angeles would benefit greatly from uniform Countywide dedicated channels for public access, educational and governmental programming. As a local franchising authority the County is entitled to require that cable operators make channels available for these purposes when granting or renewing their franchise operating agreements. However, we are hampered by the fact that we only have franchising authority over the various disconnected pockets of unincorporated areas in which only about 10% of County constituents reside. While the County does require our own cable franchisees to set aside PEG channels serving these areas, we have no control over franchises in incorporated cities where the other 90% of County residents live.

"The City of Los Angeles comprises about 38% of County residents and is about to undertake a cable television franchise renewal process. As a dedicated County channel would be beneficial to all County residents, including those who live within the City of Los Angeles, we should work with City officials to secure the use of cable channels citywide for County use. The City is now undertaking a 'needs assessment' survey to ascertain what programming services city officials and local communities want to be incorporated in the franchise renewals. The County should respond to the needs assessment by asking the City to take all steps necessary to dedicate a channel for County use.

"Many of the other 87 cities in the County may be interested in providing unused channel capacity to the County or in negotiating for the provision of such channels through upcoming franchise negotiations. Cable operators may be interested in working with the County on development of a County channel as a way of strengthening their appeal to local audiences. In addition, other media and communications organizations may have an interest in partnering with the County in this venture."

(Continued on Page 3)

1 (Continued)

Therefore, on motion of Supervisor Yaroslavsky, seconded by Supervisor Molina, unanimously carried, the Board took the following actions:

1. Instructed the Executive Officer of the Board to send five-signature letters to the Mayor of the City of Los Angeles, the City Council President, the Chairman of the City Council's Information Technology and General Services Committee, and the President of the Board of Information Technology Commissioners requesting that development of a dedicated channel for County-related programming and public service information be included in its cable television needs assessment survey and its upcoming cable television franchise renewal process; and
2. Instructed the Chief Administrative Officer and the Director of Consumer Affairs to:
 - a. Request all 88 cities in Los Angeles County to partner with the County in the development of a Los Angeles County governmental channel;
 - b. Work with the cities, beginning with the City of Los Angeles, and with interested cable television operators and other media and communications interests in furtherance of this aim; and
 - c. Report back to the Board within 90 days with progress made.

8071503-1

Copies distributed:
Each Supervisor
County Counsel

Letters sent to:
Mayor, City of Los Angeles
President, Los Angeles City Council
Chair, Los Angeles City Council Committee on
Information Technology and General Services
President, City of Los Angeles, Board of Information
Technology Commissioners

BOARD OF SUPERVISORS
FIVE-SIGNATURE LETTERS
JULY 23, 2003



**BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES**

383 KENNETH HAHN HALL OF ADMINISTRATION / LOS ANGELES, CALIFORNIA 90012

MEMBERS OF THE BOARD

GLORIA MOLINA
YVONNE BRATHWAITE BURKE
ZEV YAROSLAVSKY
DON KNABE
MICHAEL D. ANTONOVICH

VIOLET VARONA-LUKENS, EXECUTIVE OFFICER
(213) 974-1411

July 23, 2003

The Honorable James K. Hahn
Mayor
City of Los Angeles
200 North Spring Street
Los Angeles, CA 90012

Dear Mayor Hahn:

We are examining the feasibility of establishing a government programming channel that would carry information on County services, facilities and events to residents throughout the County.

Approximately 10 percent of the County's residents live in unincorporated County areas where our regulatory authority extends. Therefore, in order for this programming to reach the majority of the County's residents, the assistance of the 88 cities is necessary. Since the City of Los Angeles accounts for 38 percent of the County's population, your assistance is of utmost importance.

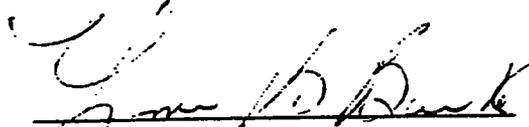
We feel the residents of your city would benefit from having access to a County channel as many of our activities directly affect their lives. A cable channel would allow us to run programs about the many services that we provide, including health care, social services, public protection, and cultural activities. Additionally, we would be able to broadcast our Board meetings live, giving the public immediate access to the decision making process and information about issues that may be of interest to them.

The Honorable James K. Hahn
July 23, 2003
Page 2

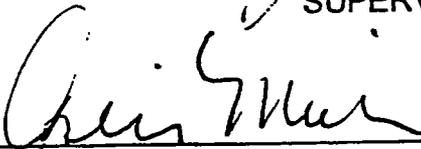
We understand that the City of Los Angeles is in the process of assessing the programming needs of its residents as part of its preparation for the renewal of its cable television franchises. We are requesting that the City of Los Angeles as part of its cable television needs assessment and upcoming cable television franchise renewal process, take all necessary steps to dedicate a government programming channel for County related programming and public service information.

We respectfully urge your serious consideration of this request.

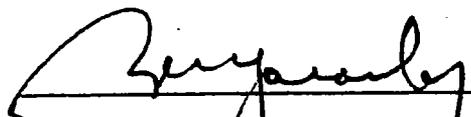
Very truly yours,



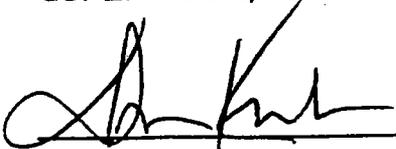
YVONNE BRATHWAITE BURKE
CHAIR
SUPERVISOR, 2ND DISTRICT



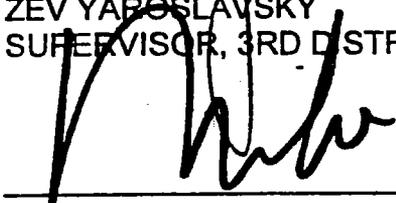
GLORIA MOLINA
SUPERVISOR, 1ST DISTRICT



ZEV YAROSLAVSKY
SUPERVISOR, 3RD DISTRICT



DON KNABE
SUPERVISOR, 4TH DISTRICT



MICHAEL D. ANTONOVICH
SUPERVISOR, 5TH DISTRICT

8071503-1



**BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES**

383 KENNETH HAHN HALL OF ADMINISTRATION / LOS ANGELES, CALIFORNIA 90012

MEMBERS OF THE BOARD

**GLORIA MOLINA
YVONNE BRATHWAITE BURKE
ZEV YAROSLAVSKY
DON KNABE
MICHAEL D. ANTONOVICH**

**VIOLET VARONA-LUKENS, EXECUTIVE OFFICER
(213) 974-1411**

July 23, 2003

**The Honorable Alex Padilla, President
Los Angeles City Council
200 North Spring Street, Room 465
Los Angeles, CA 90012**

Dear Councilmember Padilla:

We are examining the feasibility of establishing a government programming channel that would carry information on County services, facilities and events to residents throughout the County.

Approximately 10 percent of the County's residents live in unincorporated County areas where our regulatory authority extends. Therefore, in order for this programming to reach the majority of the County's residents, the assistance of the 88 cities is necessary. Since the City of Los Angeles accounts for 38 percent of the County's population, your assistance is of utmost importance.

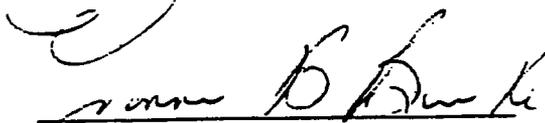
We feel the residents of your city would benefit from having access to a County channel as many of our activities directly affect their lives. A cable channel would allow us to run programs about the many services that we provide, including health care, social services, public protection, and cultural activities. Additionally, we would be able to broadcast our Board meetings live, giving the public immediate access to the decision making process and information about issues that may be of interest to them.

The Honorable Alex Padilla
July 23, 2003
Page 2

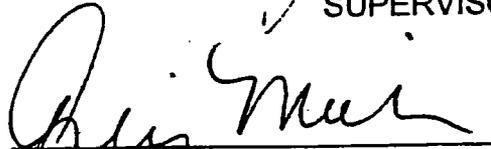
We understand that the City of Los Angeles is in the process of assessing the programming needs of its residents as part of its preparation for the renewal of its cable television franchises. We are requesting that the City of Los Angeles as part of its cable television needs assessment and upcoming cable television franchise renewal process, take all necessary steps to dedicate a government programming channel for County related programming and public service information.

We respectfully urge your serious consideration of this request.

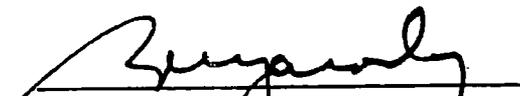
Very truly yours,



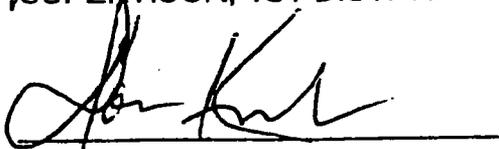
YVONNE BRATHWAITE BURKE
CHAIR
SUPERVISOR, 2ND DISTRICT



GLORIA MOLINA
SUPERVISOR, 1ST DISTRICT



ZEV YAROSLAVSKY
SUPERVISOR, 3RD DISTRICT



DON KNABE
SUPERVISOR, 4TH DISTRICT



MICHAEL D. ANTONOVICH
SUPERVISOR, 5TH DISTRICT

8071503-1



**BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES**

383 KENNETH HAHN HALL OF ADMINISTRATION / LOS ANGELES, CALIFORNIA 90012

MEMBERS OF THE BOARD

GLORIA MOLINA
YVONNE BRATHWAITE BURKE
ZEV YAROSLAVSKY
DON KNABE
MICHAEL D. ANTONOVICH

VIOLET VARONA-LUKENS, EXECUTIVE OFFICER
(213) 974-1411

July 23, 2003

The Honorable Bernard Parks, Chair
Los Angeles City Council Committee on
Information Technology and General Services
200 North Spring Street, Room 460
Los Angeles, CA 90012

Dear Councilmember Parks:

We are examining the feasibility of establishing a government programming channel that would carry information on County services, facilities and events to residents throughout the County.

Approximately 10 percent of the County's residents live in unincorporated County areas where our regulatory authority extends. Therefore, in order for this programming to reach the majority of the County's residents, the assistance of the 88 cities is necessary. Since the City of Los Angeles accounts for 38 percent of the County's population, your assistance is of utmost importance.

We feel the residents of your city would benefit from having access to a County channel as many of our activities directly affect their lives. A cable channel would allow us to run programs about the many services that we provide, including health care, social services, public protection, and cultural activities. Additionally, we would be able to broadcast our Board meetings live, giving the public immediate access to the decision making process and information about issues that may be of interest to them.

The Honorable Bernard Parks
July 23, 2003
Page 2

We understand that the City of Los Angeles is in the process of assessing the programming needs of its residents as part of its preparation for the renewal of its cable television franchises. We are requesting that the City of Los Angeles as part of its cable television needs assessment and upcoming cable television franchise renewal process, take all necessary steps to dedicate a government programming channel for County related programming and public service information.

We respectfully urge your serious consideration of this request.

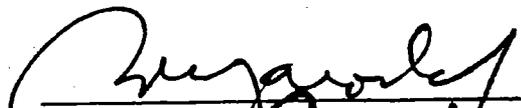
Very truly yours,



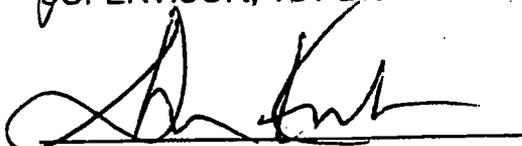
YVONNE BRATHWAITE BURKE
CHAIR
SUPERVISOR, 2ND DISTRICT



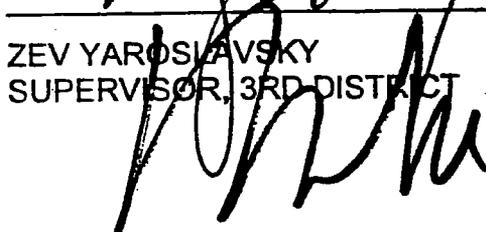
GLORIA MOLINA
SUPERVISOR, 1ST DISTRICT



ZEV YAROSLAVSKY
SUPERVISOR, 3RD DISTRICT



DON KNABE
SUPERVISOR, 4TH DISTRICT



MICHAEL D. ANTONOVICH
SUPERVISOR, 5TH DISTRICT

8071503-1



**BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES**

383 KENNETH HAHN HALL OF ADMINISTRATION / LOS ANGELES, CALIFORNIA 90012

MEMBERS OF THE BOARD

**GLORIA MOLINA
YVONNE BRATHWAITE BURKE
ZEV YAROSLAVSKY
DON KNABE
MICHAEL D. ANTONOVICH**

**VIOLET VARONA-LUKENS, EXECUTIVE OFFICER
(213) 974-1411**

July 23, 2003

**Mr. Henry D. Gradstein, President
Board of Information Technology Commissioners
City of Los Angeles
120 South San Pedro Street, Suite 600
Los Angeles, CA 90012**

Dear Mr. Gradstein:

We are examining the feasibility of establishing a government programming channel that would carry information on County services, facilities and events to residents throughout the County.

Approximately 10 percent of the County's residents live in unincorporated County areas where our regulatory authority extends. Therefore, in order for this programming to reach the majority of the County's residents, the assistance of the 88 cities is necessary. Since the City of Los Angeles accounts for 38 percent of the County's population, your assistance is of utmost importance.

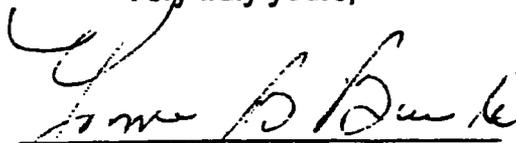
We feel the residents of your city would benefit from having access to a County channel as many of our activities directly affect their lives. A cable channel would allow us to run programs about the many services that we provide, including health care, social services, public protection, and cultural activities. Additionally, we would be able to broadcast our Board meetings live, giving the public immediate access to the decision making process and information about issues that may be of interest to them.

Mr. Henry D. Gradstein
July 23, 2003
Page 2

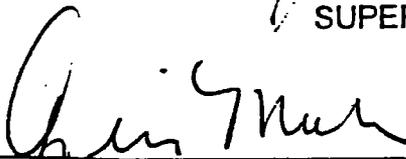
We understand that the City of Los Angeles is in the process of assessing the programming needs of its residents as part of its preparation for the renewal of its cable television franchises. We are requesting that the City of Los Angeles as part of its cable television needs assessment and upcoming cable television franchise renewal process, take all necessary steps to dedicate a government programming channel for County related programming and public service information.

We respectfully urge your serious consideration of this request.

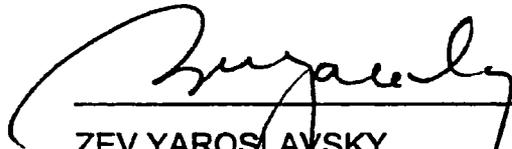
Very truly yours,



YVONNE BRATHWAITE BURKE
CHAIR
SUPERVISOR, 2ND DISTRICT



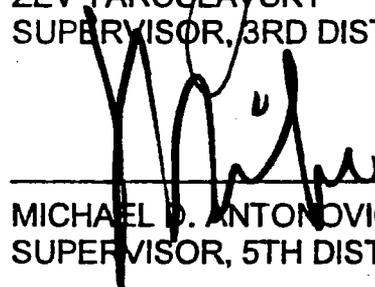
GLORIA MOLINA
SUPERVISOR, 1ST DISTRICT



ZEV YAROSLAVSKY
SUPERVISOR, 3RD DISTRICT



DON KNABE
SUPERVISOR, 4TH DISTRICT



MICHAEL D. ANTONOVICH
SUPERVISOR, 5TH DISTRICT

8071503-1

CHIEF ADMINISTRATIVE OFFICER

LETTER TO 88 CITY MANAGERS

SEPTEMBER 15, 2003

The attached letter mailed to the following individuals:

Page 1 of 3

Dave Adams, City Manager
City of Agoura Hills
30001 Ladyface Court
Agoura Hills, CA 91301

Julio J. Fuentes, City Manager
City of Alhambra
111 South First Street
Alhambra, CA 91801

William Kelly, City Manager
City of Arcadia
240 West Huntington Drive
Arcadia, CA 91007

Maria Dadian, City Manager
City of Artesia
18747 Clarkdale Avenue
Artesia, CA 90701

Robert F. Clark, City Manager
City of Avalon - Catalina Island
209 Metropole Avenue
P.O. Box 707
Avalon, CA 90704

Rick Cole, City Manager
City of Azusa
213 East Foothill Boulevard
Azusa, CA 91702

Dayle Keller, Chief Executive Officer
City of Baldwin Park
14403 East Pacific Avenue
Baldwin Park, CA 91706

Robert A. Rizzo,
Chief Administrative Officer
City of Bell
6330 Pine Avenue
Bell, CA 90201-1291

Michael J. Egan, City Administrator
City of Bellflower
16600 Civic Center Drive
Bellflower, CA 90706

John Arnales, City Manager
City of Bell Gardens
7100 South Garfield Avenue
Bell Gardens, CA 90201

Mark Scott, City Manager
City of Beverly Hills
455 North Rexford Drive
Beverly Hills, CA 90210

C. Edward Dilkes, City Manager
City of Bradbury
600 Winston Avenue
Bradbury, CA 91010

Mary Alvord, City Manager
City of Burbank
275 East Olive Avenue
Burbank, CA 91502

Donald Duckworth, City Manager
City of Calabasas
26135 Mureau Road, Suite 200
Calabasas, CA 91302-3172

Jerome (Jerry) G. Groomes
City Manager
City of Carson
701 East Carson
Carson, CA 90745

Arthur Gallucci, City Manager
City of Cerritos
18125 South Bloomfield Avenue
Cerritos, CA 90701

Glenn Southard, City Manager
City of Claremont
207 Harvard Avenue
P.O. Box 880
Claremont, CA 91711

Tom Sykes, City Administrator
City of Commerce
2535 Commerce Way
Commerce, CA 90040

Michael Heriot, Interim City Manager
City of Compton
205 South Willowbrook Avenue
Compton, CA 90220

Paul Philips, City Manager
City of Covina
125 East College Street
Covina, CA 91723

George Perez, City Manager
City of Cudahy
5220 Santa Ana Street
P.O. Box 1007
Cudahy, CA 90201

Michael Thompson
Chief Administrative Officer
City of Culver City
9770 Culver Boulevard
P.O. Box 507
Culver City, CA 90232-0507

Linda C. Lowry, City Manager
City of Diamond Bar
21825 East Copley Drive
Diamond Bar, CA 91765-4178

Gerald M. Caton, City Manager
City of Downey
11111 Brookshire Avenue
Downey, CA 90241

Jesse H. Duff, City Manager
City of Duarte
1600 Huntington Drive
Duarte, CA 91010

Juan Mireles, City Manager
City of El Monte
11333 Valley Boulevard
El Monte, CA 91731

Mary Strenn, City Manager
City of El Segundo
350 Main Street
El Segundo, CA 90245

Mitchell Lansdell, City Manager
City of Gardena
1700 West 162nd Street
Gardena, CA 90247

James Starbird, City Manager
City of Glendale
613 East Broadway, Room 200
Glendale, CA 91206-4393

Eric Ziegler, City Manager
City of Glendora
116 East Foothill Boulevard
Glendora, CA 91741

Raul Romero, Interim City Administrator
City of Hawaiian Gardens
21815 Pioneer Boulevard
Hawaiian Gardens, CA 90716

Charles Herbertson, Interim City Manager
City of Hawthorne
4455 West 126th Street
Hawthorne, CA 90250

Stephen R. Burrell, City Manager
City of Hermosa Beach
1315 Valley Drive
Hermosa Beach, CA 90254

Cherie L. Paglia, City Manager
City of Hidden Hills
6165 Spring Valley Road
Hidden Hills, CA 91302

Gregory D. Korduner, City Manager
City of Huntington Park
6550 Miles Avenue, Room 148
Huntington Park, CA 90255

Philip L. Iriarte, City Manager
City of Industry
15651 East Stafford Street
P.O. Box 3366
Industry, CA 91744

Mark Weinberg, City Administrator
City of Inglewood
One Manchester Boulevard
Inglewood, CA 90306

Steve Blancarte, City Manager/City Clerk
City of Irwindale
5050 North Irwindale Avenue
Irwindale, CA 91706

Mark R. Alexander, City Manager
City of La Canada Flintridge
1327 Foothill Boulevard
La Canada Flintridge, CA 91011

John Hendrickson
City Manager/City Clerk
City of La Habra Heights
1245 North Hacienda Boulevard
La Habra Heights, CA 90631

Andrea M. Travis, City Manager
City of La Mirada
13700 La Mirada Boulevard
La Mirada, CA 90638

Hal Ledford, Interim City Manager
City of La Puente
15900 East Main Street
La Puente, CA 91744

Marin R. Lomeli, City Manager
City of La Verne
3660 D Street
La Verne, CA 91750

Howard L. Chambers, City Manager
City of Lakewood
5050 North Clark Avenue
Lakewood, CA 90712

James C. Gilley, City Manager
City of Lancaster
44933 North Fern Avenue
Lancaster, CA 93534

Vangie Schock, City Manager
City of Lawndale
14717 Burin Avenue
Lawndale, CA 90260

Tom A. Odom, City Administrator
City of Lomita
24300 Narbonne Avenue
P.O. Box 339
Lomita, CA 90717

Gerald Miller, City Manager
City of Long Beach
333 West Ocean Boulevard, 14th Floor
Long Beach, CA 90802

William T. Fujioka, City Admin. Officer
City of Los Angeles
City Hall
200 North Spring Street
Los Angeles, CA 90012

Lorri Hempe, City Manager
City of Lynwood
11330 Bullis Road
Lynwood, CA 90262

Katie Lichtig, City Manager
City of Malibu
23815 Stuart Ranch Road
Malibu, CA 90265-4861

Geoff Dolan, City Manager
City of Manhattan Beach
1400 Highland Avenue
Manhattan Beach, CA 90266-4728

Edward Ahrens, Chief Admin. Officer
City of Maywood
4319 East Slauson Avenue
Maywood, CA 90270

Donald R. Hopper, City Manager
City of Monrovia
415 South Ivy Avenue
Monrovia, CA 91016

Richard Torres, City Administrator
City of Montebello
1600 West Beverly Boulevard
Montebello, CA 90640

Chris Jeffers, City Manager
City of Monterey Park
320 West Newmark Avenue
Monterey Park, CA 91754

Ernie Garcia, City Manager
City of Norwalk
12700 Norwalk Boulevard
P.O. Box 1030
Norwalk, CA 90651-1030

Robert Toone, Jr., City Manager
City of Palmdale
38300 North Sierra Highway
Palmdale, CA 93550

James Hendrickson, City Manager
City of Palos Verdes Estates
340 Palos Verdes Drive West
Palos Verdes Estates, CA 90274

Patrick West, City Manager
City of Paramount
16400 Colorado Avenue
Paramount, CA 90723

Cynthia Kurtz, City Manager
City of Pasadena
100 North Garfield Avenue
Pasadena, CA 91109-7215

Dennis Courtemarche, City Manager
City of Pico Rivera
6615 South Passons Boulevard
P.O. Box 1016
Pico Rivera, CA 90660

Douglas Dunlap, City Manager
City of Pomona
505 South Garey Avenue
Pomona, CA 91766

Les Evans, City Manager
City of Rancho Palos Verdes
30940 Hawthorne Boulevard
Rancho Palos Verdes, CA 90275

Louis N. Garcia, City Manager
City of Redondo Beach
415 Diamond Street
P.O. Box 270
Redondo Beach, CA 90277

Craig Nealis, City Manager/City Clerk
City of Rolling Hills
No. 2 Portuguese Bend Road
Rolling Hills, CA 90274

Douglas R. Prichard
City Manager/City Clerk
City of Rolling Hills Estates
4045 Palos Verdes Drive North
Rolling Hills Estates, CA 90274

Billie Crowe, City Manager
City of Rosemead
8838 East Valley Boulevard
P.O. Box 399
Rosemead, CA 91770

Blaine Michaelis, City Manager
City of San Dimas
245 East Bonita Avenue
San Dimas, CA 91773

Jose Pulido, City Administrator
City of San Fernando
117 Macneil Street
San Fernando, CA 91340

P. Michael Paules, City Manager
City of San Gabriel
425 South Mission Drive
San Gabriel, CA 91776

Robert Wishner, City Manager
City of San Marino
2200 Huntington Drive
San Marino, CA 91108

Ken Pulskamp, City Manager
City of Santa Clarita
23920 West Valencia Boulevard, #300
Santa Clarita, CA 91355

Fred Latham, City Manager
City of Santa Fe Springs
11710 Telegraph Road
P.O. Box 2120
Santa Fe Springs, CA 90670

Susan McCarthy, City Manager
City of Santa Monica
1685 Main Street
Santa Monica, CA 90401

Tamara Gates, City Manager
City of Sierra Madre
232 West Sierra Madre Boulevard
Sierra Madre, CA 91024

Ken Farlsing, City Manager
City of Signal Hill
2175 Cherry Avenue
Signal Hill, CA 90806

Gary Chicots, City Manager
City of South El Monte
1415 North Santa Anita Avenue
South El Monte, CA 91733

Fred Maley, Interim City Manager
City of South Gate
8650 California Avenue
South Gate, CA 90280

Sean Joyce, City Manager
City of South Pasadena
1414 Mission Street, Room 203
South Pasadena, CA 91030

Martin Cole, City Manager
City of Temple City
9701 Las Tunas Drive
Temple City, CA 91780

LeRoy J. Jackson, City Manager
City of Torrance
3031 Torrance Boulevard
Torrance, CA 90503

Bruce V. Malkenhorst, City
Administrator/City Clerk
City of Vernon
4305 Santa Fe Avenue
Vernon, CA 90058

Jeffrey C. Parker, City Manager
City of Walnut
21201 La Puente Road
Walnut, CA 91789-2018

Andrew G. Pasmant, City Manager
City of West Covina
1444 West Garvey Avenue
West Covina, CA 91790

Paul Arevalo, City Manager
City of West Hollywood
8300 Santa Monica Boulevard
West Hollywood, CA 90069

Raymond B. Taylor, City Manager/City
Clerk
City of Westlake Village
31200 Oak Crest Drive
Westlake Village, CA 91361

Steve Helvey, City Manager
City of Whittier
13230 East Penn Street
Whittier, CA 90602



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

September 15, 2003

Dave Adams, City Manager
City of Agoura Hills
30001 Ladyface Court
Agoura Hills,, CA 91301

Dear Mr. Adams:

COUNTY CHANNEL

At its meeting of July 15, 2003, the Los Angeles County Board of Supervisors unanimously agreed to request all 88 cities within the County to consider partnering with the County in the development of a Los Angeles County governmental channel to be carried on cable systems throughout the County. A copy of the Board Action is enclosed.

The Board's goal is to reach as many residents of the County as possible. This requires partnering with the cities because the County's cable franchise regulatory authority extends only to the unincorporated areas which only comprise 10 percent of the County population.

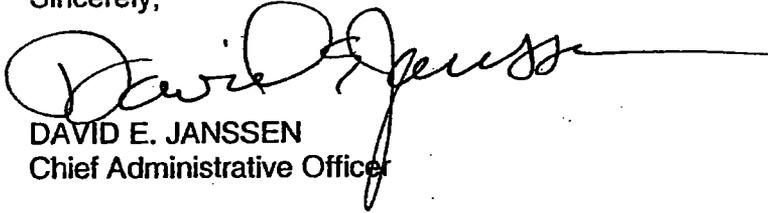
As you are aware, most of the County's services directly affect all the County's residents, whether they live within one of the 88 cities or in an unincorporated County community. Therefore, including a "County Channel" on the cable system serving your city would enable your residents to receive ongoing, timely information about the many County services of interest to them, such as voter registration, elections, certificates and licenses (marriage, birth, and death), County hospitals and health clinics, cultural activities including performance schedules for the Disney Concert Hall, Music Center, Hollywood Bowl, and Ford Theater. Additionally, meetings of the Board Supervisors could be broadcast live, giving city residents information about issues being debated and decided by the Board.

Dave Adams
September 15, 2003
Page 2

The County has retained the services of Telecommunications Management Corporation (TMC) to assist in examining the feasibility, technical, and practical details associated with establishing a County Channel that broadcasts countywide. Mr. Michael Friedman, Vice President of TMC, will be contacting a number of cities during the course of his feasibility study. Should you want to reach Mr. Friedman immediately, his phone number and e-mail address are (323) 931-2600 and friedman@telecom-mgmt.com.

We appreciate your consideration of this request and will value your input. If you have questions, feel free to contact Lari Sheehan of my staff at (213) 974-1174 or lsheehan@cao.co.la.ca.us. Thank you.

Sincerely,



DAVID E. JANSSEN
Chief Administrative Officer

DEJ:LS:os

Enclosure

c: Michael J. Friedman, Telecommunications Management Corporation



MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Violet Varona-Lukens, Executive Officer
Clerk of the Board of Supervisors
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Chief Administrative Officer
Director of Consumer Affairs

At its meeting held July 15, 2003, the Board took the following action:

1

Supervisor Yaroslavsky made the following revised statement:

"During the past 30 years, cable television has become an increasingly significant part of the overall media mix available to consumers. As over-the-air commercial TV channels curtail their own news and public affairs commitment, dedicated cable channels for public access, educational and governmental (PEG) programs have stepped into the breach and are rapidly becoming a vitally important source of information about local government and civic life.

"Through an arrangement with KLCS, a channel licensed to the Los Angeles Unified School District, the County of Los Angeles currently buys time to broadcast the weekly Board of Supervisors meetings. This arrangement is inadequate, however, because we are unable to broadcast the meetings live; meetings of the Board are not televised until 10:00 pm the day after they take place. This time delay is inconvenient for viewers, limits our audience and reduces the public's ability to obtain information and otherwise participate in the County decision making process.

"In addition, there are many County services and programs available to constituents that are worthy of publicizing via cable television, ranging from social service eligibility and tax and permit assistance to recreational opportunities and cultural activities.

(Continued on Page 2)

1 (Continued)

"The County of Los Angeles would benefit greatly from uniform Countywide dedicated channels for public access, educational and governmental programming. As a local franchising authority the County is entitled to require that cable operators make channels available for these purposes when granting or renewing their franchise operating agreements. However, we are hampered by the fact that we only have franchising authority over the various disconnected pockets of unincorporated areas in which only about 10% of County constituents reside. While the County does require our own cable franchisees to set aside PEG channels serving these areas, we have no control over franchises in incorporated cities where the other 90% of County residents live.

"The City of Los Angeles comprises about 38% of County residents and is about to undertake a cable television franchise renewal process. As a dedicated County channel would be beneficial to all County residents, including those who live within the City of Los Angeles, we should work with City officials to secure the use of cable channels citywide for County use. The City is now undertaking a 'needs assessment' survey to ascertain what programming services city officials and local communities want to be incorporated in the franchise renewals. The County should respond to the needs assessment by asking the City to take all steps necessary to dedicate a channel for County use.

"Many of the other 87 cities in the County may be interested in providing unused channel capacity to the County or in negotiating for the provision of such channels through upcoming franchise negotiations. Cable operators may be interested in working with the County on development of a County channel as a way of strengthening their appeal to local audiences. In addition, other media and communications organizations may have an interest in partnering with the County in this venture."

(Continued on Page 3)